सरकार मान्य

CERTIFIED Accounting Professional SM

RAJ
We make IT happen
Since 1996

Duration: 3 Months

Certified Accounting Professional Program is a unique short term program designed for students both graduates & non graduates. The program is catering to the requirement of industry for skilled computer operators with accountancy background. The syllabus is designed scientifically so that in a short term the student gains maximum knowledge.

Career Opportunities: Data Entry Operator, Tally Operator, Account Assistant, Computer Faculty, Lab Instructor.

Program Contents

Module - 1 IT Skills with MS Office

Introduction to Computers	Introduction to Word	Headers and Footers	Views	Sub Total
Windows	File Management	Sections	Formulas and Functions	Printing
Desktop	Formatting	Printing	Chart	Introduction to PowerPoint
Explorer	Alignment	Introduction to Excel	Validation	Layout
Accessories	Find and Replace	Worksheet	Protect Worksheet	Formatting
File / Folder and Shortcut	Mail Merge	Rows and Columns	Text to Column	Slide Management
Notepad and Word Pad	Page Setup / Rulers	Formatting	Sorting and Filters	Custom Animation

Module - 2 Accounting Skills with TallyPrime

Introduction to TallyPrime	Units of Measure	Stock Journal / Physical Stock	Trail Balance	GST Master / Stock Creation
Manual Accounting	Accounting Transactions	Manufacturing Journal	Profit & Loss Account	GST Invoice / GST Report
Computerised Accounting	Purchase / Sales	Bank Reco Statement	Balance Sheet	Point of Sale
Golden Rules of Accounting	Receipt / Payment	Interest Calculations	Stock Summary	Tax Deducted at Source
Accounting Masters	Contra / Journal	Order Processing	Interest Payable-Receivable	
Inventory Masters	Inventory Transactions	Printing and Reporting	Intro. to GST / Model of GST	